

VMR-VRO CHECKLIST – PAYMENT/WITHHOLDING ALTERNATE NAMES

Narrative: This set up will apply only to the address identified by the vendor as their 1099 mailing address. This will usually apply to sole proprietors with DBA's (doing business as).

Guideline Reference – Payment/Withholding Alternate Names Guideline

Navigation - *Vendors>Vendor Setup/Maintenance>Vendor Information*

Instructions -

1. SetID: SHARE

Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Use Saved Search: SHARE

SetID: = SHARE

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 Last

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1
SHARE %		Regular	INACTIVE-503	BUSINESS	HUTTON OIL CO
SHARE %81547		Regular	DESUTTER-002	2155	DESUTTER, KERI

2. Enter your search criteria.
3. Click on the selected vendor.
4. Click on the Address Tab.
5. Find the appropriate address to which a withholding name is to be added.

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6. Add a row to the address by clicking on the plus button on the Address Detail.
7. Click on the Payment/Withholding Alt Names link.

8. Add the legal withholding name in Name 1 (legal name) and the vendor's business name in Name 2.

Information entered in the 'Withholding Alternate Name' will print on the 1099.
Information entered in the 'Payment Alternate Name' will print on the vendor's check.
DO NOT USE 'PAYMENT ALTERNATE NAME' FOR 1099 REPORTING

9. Click 'OK'
10. Click 'Save'
11. Add an 'Effective Dated' row to the location attached to the address.
12. **Add a note in the comments** indicating who added or changed the 'Withholding Alternate Name'.
13. Forward the paperwork authorizing the addition or change to the Vendor Registry Office.

NOTE: Watch on employee vendors – ap messaging from payroll has been filling in this field, and the names have not always corresponded to Name 1. As of 6/27/07, ITD was going to remove the alternate name from ap messaging.